



## REVIEW MATERIALS for [Institution's Name]

Review Month: [ ]	On File	Non-Profit	Postings	Observations
<ul style="list-style-type: none"> <li>a. Sign-in/out sheets</li> <li>b. Monthly Attendance Records</li> <li>c. "Funded Enrollment" (Head Start only)</li> <li>d. Menus for Review month</li> <li>e. Milk and Food receipts</li> <li>f. Cook's Payroll (or % of time others are paid for tasks related to the CACFP.</li> <li>g. Meal Participation Records</li> <li>h. Food Production Records or Standardized recipes checked for Review month, AND current 5 Days FPR</li> <li>i. Staff Training records for past year</li> <li>j. Most recent Sanitarian's Report. (within 12 months)</li> <li>k. Civil Rights Compliance - copy of Parent Handbook.</li> <li>l. Special Dietary Statements</li> </ul>	<ul style="list-style-type: none"> <li>a. Copy of application.</li> <li>b. Copy of contract with CACFP.</li> <li>c. Established files for claims and check stubs.</li> <li>d. Income Eligibility Forms (State Agency will review)</li> <li>e. Verification of "Funded Enrollment" number (Head Starts only)</li> <li>f. All Child enrollment forms will be verified to assure that they are current. (This form is the Emergency Contact and Parent Consent form that is updated annually per licensing regulations.</li> </ul> <p><b>Recommendation is to have these forms in a 3-ring binder divided by alphabet or by Free, Reduced, and Paid categories.</b></p>	<ul style="list-style-type: none"> <li>a. Home mailing address and date of birth for the Board Chair.</li> <li>b. Minutes of the most recent Board meeting reflecting CACFP board oversight.</li> </ul>	<ul style="list-style-type: none"> <li>a. License (if applicable)</li> <li>b. Hand-washing posters at all sinks.</li> <li>c. Current and following week menus in visible location.</li> <li>d. CACFP Food Chart (kitchen)</li> <li>e. "Justice for All" poster.</li> <li>f. "Building for the Future" poster</li> <li>g. Federal Relay Poster.</li> <li>h. Current WIC poster.</li> <li>i. Infant feeding schedules.</li> <li>j. Diet restrictions due to food allergy/intolerances. How does staff know allergies?</li> </ul>	<ul style="list-style-type: none"> <li>a. CACFP meal service: beginning to end.</li> <li>b. Menu served matches the menu posted.</li> <li>c. Infant Feeding Schedules are followed.</li> <li>d. An accurate meal count is taken at the "Point of Service"</li> <li>e. Tables sanitized before and after meal service.</li> <li>f. Proper food handling techniques used.</li> <li>g. Garbage covered and emptied after each use.</li> <li>h. Single towels available in all hand-washing areas.</li> </ul>

**Provide copies to the State agency of the following:** *(The State agency could request additional documents upon review)*

1. Staff Training agenda and attendance. (Note: Program Specialist could request training materials used).
2. Parent Handbook.
3. Current and following week menu.
4. Menu for Review month.
5. Copy of enrollment document.

**Questions to ask State agency:**